

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is:

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from:

<http://www.adobe.com/Acrobat/readstep.html>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at:

<http://www.boulder.nist.gov:1580/bulletin/>

ALL notices for submission into the July 8 to July 12, 1996, *NIST Technicalendar* MUST be received in Room 125, Building 820 (NIST North) by NOON, Monday, July 1, 1996. THANK YOU.

JULY 1 TO JULY 5, 1996 MEETINGS AT NIST

7/1—MONDAY 10:00 a.m. OPTICAL TECHNOLOGY DIVISION SEMINAR: Femtosecond Photoemission Studies of Semiconductor, Xerographic, and Photographic Surfaces and Interfaces, C.C. Miller, Univ. of Rochester, NY. Rm. B165, Physics Bldg. (NIST contact: J. Stephenson, 975-2372.)

7/2—TUESDAY 10:30 a.m. FIRE SEMINAR: Experience of Microgravity Combustion Experiments in a Shuttle, T. Kashiwagi, Materials Fire Research Group, BFRL, NIST, Gaithersburg, MD. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

7/2—TUESDAY 11:00 a.m. OPTICAL TECHNOLOGY DIVISION SEMINAR: Solar Monitoring on the Sun's Influence on the Climate, J. Lean, Naval Research Lab., Washington, DC. Lecture Rm. D, Admin. Bldg. (NIST contact: R.D. Saunders, 975-2355.)

7/2—TUESDAY 1:30 p.m. ELECTRON AND OPTICAL PHYSICS DIVISION SEMINAR: Variational Calculation of Hard-Sphere Bosons in a Harmonic Potential, M. Boninsegni, Univ. of Delaware, Newark, DE. Rm. B165, Physics Bldg. (NIST contact: C.W. Clark, 975-3709.)

7/3—WEDNESDAY 11:00 a.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Electrical Mobility Measurements for Accurate Sizing of Sub-Micrometer Spheres, G.W. Mulholland, Building and Fire Research Lab., NIST, Gaithersburg, MD. Rm. A322, Chemistry Bldg. (NIST contact: G.J. Rosasco, 975-2609.)

Advance Notice

Standard Reference Data Program Colloquium Series

NIST STANDARD REFERENCE DATA - THE NEXT TEN YEARS

John Rumble, Chief, Standard Reference Data Program

July 9, 1996 10:30 a.m. - 11:30 a.m.
Lecture Room B, Administration Building

Questions: Call Mary E. Dal-Favero, 975-2219.

Advance Notice
Advanced Technology Program
The Economic Assessment Office Seminar Series: "Issues in Technology
Investment and Evaluation"

**INTELLECTUAL PROPERTY ISSUES AND STRATEGIES FOR
INNOVATIVE TECHNOLOGIES**

Mr. Stephen G. Kunin
Deputy Assistant Commissioner for Patent Policy and Projects, U.S. Patent
and Trademark Office

July 9, 1996, 2:00 PM, Lecture Room A, Administration Building

As Deputy Assistant Commissioner, Stephen Kunin participates in the establishment of patent policy, including changes in patent practice, revision of procedures, establishment of examining priorities and classification of technological arts, and oversees the operations of the Search and Information Resources Administration, Patent Policy Legal Administration, and the Office of Patent Policy Dissemination. He also chairs the Pre-Grant Publication Steering Committee and serves on the Patent Process Reengineering Committee. Mr. Kunin will discuss the critical issue of intellectual property protection and update us on changes occurring and to come in patent practice and procedures.

**For information contact Dr. Michael J. Nowak, Seminar Series
Organizer, 975-5196.**

Advance Notice
Public and Business Affairs Division

WASHINGTON POST SCIENCE EDITOR TO ADDRESS NIST STAFF

Thursday, July 11, 1996, 10:30 a.m. to 11:30 a.m., Lecture Room B

The Media Liaison Group of the Public and Business Affairs Division is pleased to announce that Curt Suplee, science editor for the *Washington Post*, has accepted our invitation to speak to NIST staff.

Curt will discuss how the *Post* covers science and technology, what makes a "good" story in the eyes of the *Post*, and what *Post* reporters need from science/technology experts when a story is in production.

We encourage all staff who regularly deal with the media, who expect to deal with the media in the future, or who are just interested in learning how science and technology are covered by the press to attend. We hope that this will be the first in a series of talks by reporters and editors as part of PBA's Media Communicators Program.

Questions: Call Linda Joy, 975-4403.

Advance Notice

THE NIST RESEARCH COLLOQUIUM SUMMER SEMINARS

The NIST Research Advisory Committee, the NIST Colloquium Committee, and the NIST Chapter of Sigma Xi announce the NIST Research Colloquium, a summer series of general interest lectures for staff members, local scientists, and non-scientists in both Gaithersburg and Boulder. Showcasing exceptional NIST research and researchers, the lectures will acquaint both technical and non-technical communities with NIST research, identify current hot areas, provide a historical perspective of NIST research, and emphasize impacts of NIST work. The series also is aimed at improving communication across NIST and stimulating collaborative efforts across division and laboratory lines. The lectures will be given in Gaithersburg as follows:

John Martinis, Electronics and Electrical Engineering Laboratory
"Counting Electrons with Metrological Accuracy"
July 12, 10:30 a.m., Green Auditorium, Administration Building

Michael Moldover, Chemical Science and Technology Laboratory
"What Can NIST Do with Sound?"
Aug. 2, 10:30 a.m., Green Auditorium, Administration Building

David Wineland, Physics Laboratory
"Schrödinger's Cat, Quantum Computation, and Atomic Clocks"
Aug. 23, 10:30 a.m., Green Auditorium, Administration Building

**For more information contact Research Advisory Committee chair
James Olthoff, 975-2431.**

MEETINGS ELSEWHERE

Advance Notice

**TECHNOLOGY TRANSFER SOCIETY MEETS IN CLEVELAND
JULY 21-23**

Technical specialists from all over the United States will gather in Cleveland, July 21-23, for the 21st annual meeting of the Technology Transfer Society. The meeting will highlight 20 papers on international issues such as recent ventures between the United States and Korea and a benchmark study of manufacturing extension in Europe, Japan, and the United Kingdom. David Broder, a columnist with the *Washington Post*, will give a luncheon address on July 22.

For further information contact the Society at 317/738-3908.

TALKS BY NIST PERSONNEL

BLESSING, G.V. (Co-authors: N.N. Hsu and D. Xiang): "Time and Polarization Resolved Ultrasonic Testing of Materials;" First U.S.-Japan Symposium on Advances in Nondestructive Evaluation; Kahuku, Oahu, HI; 6/24-6/28/96.

HAN, W.H.: "Computational Modelling of Orientation and Flow Instabilities, Textures, Rheology, and Optics of Shearing Nematic Liquid Crystalline Materials;" 16th International Liquid Crystal Conf.; Kent, OH; 6/25/96.

HUNSTON, D.L.: "The Future of Liquid Composite Molding;" Second Workshop on Liquid Composite Molding; Columbus, OH, 6/13/96.

SUEHLE, J.S.: "Low-Field Dielectric Breakdown in Ultra-Thin Gate Oxides;" AT&T Silicon Seminar; Murray Hill, NJ; 6/27/96.

VAN BRUNT, R.J. (Co-authors: K.L. Stricklett and P. von Glahn, NIST; L.A.V. Cheim, Brazil): "Correlations Between Electrical and Acoustic Detection of Partial Discharge in Liquids and Implications for Continuous Data Recording;" 1996 IEEE International Symposium on Electrical Insulation, sponsored by IEEE Dielectrics and Electrical Insulation Society; Montreal, Quebec, Canada; 6/17/96.

From time to time, the Office of Standards Services has need for translation/interpretation services to assist in our programs that involve interaction with or evaluation of foreign counterparts. We would like to set up a registry of NIST staff (including guest researchers) who are qualified to do rough or skilled translations of application documents submitted by foreign governments or private sector bodies under the Fastener Quality Act or other OSS-managed programs. Staff who have documented proficiency in interpretation should also indicate their interest and availability to travel with technical experts during their evaluations of foreign accreditation systems or bodies. Travel is most likely to involve European and/or Asian destinations. If you feel you are qualified and would be interested in working with OSS in this area, please contact Robert Gladhill at 975-4273, or e-mail at robert.gladhill@nist.gov.

The OIS announces that the private_lgopher (alternate name: private-lgopher) the experimental Gopher which has been in operation since 1994, has been shut down, per Wo Chang, CSL. To access the NIST Virtual Library (NVL) resources, PCs using a graphical Web interface (such as Netscape or Mosaic) should use the address: "http://ts.nist.gov/nvl" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "gopher://ricmenu.nist.gov." The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are **not** represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7172" (note the colon between the address and the port number). This connects to the NVL Online Library Catalog (LIBRO) directly. No password is required. DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171." This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov," then the command, "gopher" will connect with ricmenu.nist.gov gopher interface.

For additional information please contact Amy Wells (amy.wells@nist.gov), 975-2146 or Pamela Mason (pamela.mason@nist.gov), 975-4465.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn.: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

July 1 - July 5, 1996

ADMINISTRATIVE ITEMS - New

COMPUTER-RELATED INJURIES

There has been concern expressed about the potential increase in occupationally-related injuries involving "cumulative trauma disorder," "repetitive stress injury," "repetitive motion injury," and overuse strain injury" caused by the use of computers. Inasmuch as the use of computers is a significant part of the daily tasks of many employees at NIST, there is attached for reference a document entitled "Computer-Related Injuries" that addresses these concerns and what preventive actions to consider. Please review it to learn more about the problem and the preventive measures we can individually implement to avoid injury.

Roadway Paving at NIST

Hill and Jack Paving contractors will be on site beginning 7/1/96 to perform various road and curb repairs throughout the site roadways. If there are questions or concerns please contact Ron Harter on extension 6904.

FIGHTING THE CLOCK!

In only four to six minutes following cardiac arrest, irreversible brain damage and biological death takes place. The Fire Protection Group has just upgraded their life saving potential by adding two semi-automatic defibrillators to their arsenal of life saving equipment. Defibrillation is the use of an electric shock to terminate ventricular fibrillation and other lethal arrhythmias. If you would like to know more or would like to see this equipment, contact the FPG at 6190.

SUMMER SEMINAR SERIES FOR STUDENTS

DEEP CAVING EXPEDITIONS: Including an adventure to the most remote point reached by humans inside the planet. Presented by Dr. William Stone, Research Structural Engineer, Wednesday, July 10, 1996, 10:00 a.m. - 12:00 p.m., Administration Building, Lecture Room A.

SHAKE RATTLE and ROLL - Earthquake Engineering Research at NIST. Presented by Dr. Nicholas Carino, Research Structural Engineering Wednesday, July 17, 1996, 10:00 a.m. - 12:00 p.m., Administrative Building, Lecture Room A.

For more information contact: Lannette Myers, x3028 or Mary Chaney, x3027.

All students welcome! Prior approval from supervisor is required. NO registration needed.

ADMINISTRATIVE ITEMS - Continuing

Third Quarter Work-in-Process Estimates Due

Third quarter work-in-process estimates for each calibration, testing, and miscellaneous service cost center are due in the Office of the Comptroller by 12:00 noon on Wednesday, July 3, 1996. Each division having a cost center in these series must complete a Form NIST-611, Report of Work-in-Process, even though the work-in-process estimate may be zero. Please mail to Building 101/Room A928 or handcarry to Room A926. For further information, contact Harry Frizzell on extension 2287 or consult the NIST Administrative Manual, Subchapter 8.06, Appendix A.

Automated Classification System Update

The Automated Classification System (ACS) has modified ZP and ZA pay band descriptors IV and V. Please update your ACS through the MICF warehouse list. If you have questions using the Warehouse list, contact PC Assistance on extension 3099. If you have questions about the extraction or the Automated Classification System, contact Dawna Whitworth on extension 4059.

Laboratory Safety Orientation for Summer Employees

A Laboratory Safety Orientation for Summer Employees will be presented on Tuesday, July 9, at 10:00 a.m. in Building 101, Lecture Room A. This will be the last session for this year's Summer Employees. All Summer Employees who missed the first session must attend this session. Safety awareness in the lab, chemical hazards, and use of protective equipment are some of the topics to be discussed. Attendance is mandatory for all summer employees assigned to scientific and technical activities. Other interested persons are invited to attend. For additional information contact Eleanor Bateman on extension 5821. No pre-registration is required.

You Can Be A Lifesaver

One of the most startling ideas of modern medicine is that "SUDDEN DEATH" can be reversed. Perhaps more astonishing is the realization that this miracle of science may be brought about by any of us, anywhere, using our hands, our lungs, and our brains. Cardiopulmonary resuscitation can help victims survive to receive treatment with advanced medical techniques. The Fire Protection Group is once again offering CPR training. If you or your group would be interested in a class, call extension 6190.

Ready! Aim! Squeeze!

Would you or a member of your family know how to use a fire extinguisher in an emergency? Can you or your family spare 30 minutes to learn how? The Fire Protection Group is offering fire extinguisher training for you, your family, group, or division during the month of July. We can arrange a class at your convenience, seven days a week. Call extension 6190 to set up a date and time.

Blue Cross/Blue Shield Service Day

The next Service Day is scheduled for Friday, June 28, 1996, from 10:00 a.m. to 3:00 p.m. in Lecture Room C, Administration Building. The on-site problem solver will have a lap top computer to directly access your records. Questions regarding claims or enrollment can be resolved instantaneously. No appointment is necessary. Contact Marcia Robertson on extension 2157 or Nancy Cool on extension 2231 for additional information.

Retirement Luncheon for Vickie Fox

Vickie Fox of the Office of Human Resources Management is retiring after 29 years of government service. A retirement luncheon in her honor will be held on Wednesday, July 17, 1996, at 12:00 noon at the Comus Inn. The buffet menu will include baked chicken with mushroom sauce, roast beef au jus, parsley buttered red potatoes, green beans almonidine, carrots, garden salad, and cake. The cost of the luncheon is \$17.00 which includes tax and gratuity. For reservations and gift contributions, please call

Roxie Mullinix at 975-3008 or Mary Chaney at 975-3027. Reservations need to be received by July 8th.

Retirement Luncheon for Evelyn Maxwell

Evelyn Maxwell of the Reactor Radiation Division will be retiring on July 3, 1996, after 35 years of government service. A retirement luncheon for Evelyn will be held on Tuesday, July 9, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$15.00 which includes tax and gratuity. A buffet will be served and a cash bar will be available. Please contact Kelly Ruhl on extension 6248, or Joan Hill on extension 6210 by July 1, 1996, if you plan to attend the luncheon or if you would like to contribute towards a gift.

Student Picnic

Friday, July 19th, beginning at 12:00 noon there will be a picnic for students in the Picnic Grove located in front of the Administration Building. Hamburgers, hot dogs, salads, fruit and lots of goodies! There is NO COST for the picnic. For a reservation, please call Lannette Myers on extension 3028 by July 15th.

Looking to Carpool

Ride needed from Frederick at least 3 days a week. Must arrive by 7:15 - 7:30 a.m. at NIST North (AM Only). Will pay top dollar. Contact Dale Grinder on extension 5164 between 7:30 a.m. to 3:30 p.m.

PCX No. 269 _____ June 24, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

269.1 FILES DELETED AT THE DOS PROMPT DO NOT GO TO THE WIN95 RECYCLE BIN - We have had Win95 users inadvertently delete files which they thought were only being moved to the Recycle Bin. When you delete a file at the DOS prompt, or in any non-Windows 95 application such as the old Windows 3.x File Manager, the file is not placed in the Recycle Bin and cannot be restored. The Recycle Bin is a Windows 95 shell application; it tracks deletions from within the Windows 95 shell only. 16-bit applications and DOS-based applications do not report deletions to Recycle Bin. To avoid any problems with inadvertently deleted files, delete files from Windows Explorer, My Computer, or another Windows 95 applications. This assures that deleted files are available to be restored from the Recycle Bin.

269.2 CUSTOM FILES FOR WORDPERFECT FOR WINDOWS - The following files hold the majority of custom settings you can make in WordPerfect for Windows 6.1 and 6.0a. It's a good idea to make periodic backups in case you need to restore your settings:

<u>Filename</u>	<u>Standard Directory</u>	<u>Information stored in the file</u>
Custom files for 6.1: WPCSET.BIF	C:\WINDOWS	Preferences settings, Power Bar, Status Bar, Envelop addresses, QuickList, default printer selection
STANDARD.WPT	C:\OFFICE\WPWIN\TEMPLATE	Toolbars, Keyboards, Abbreviations, Address Book,

WTSPELUS.QCS	C:\WINDOWS	Initial Style
WTSPELUS.SUP	C:\WINDOWS	All QuickCorrect words Speller Supplementary Dictionary
Custom files for 6.0a: WPCSET.BIF	C:\WINDOWS	Preferences settings, Power Bar, Status Bar, Envelop addresses, QuickList, default printer selection
STANDARD.WPT	C:\WPWIN60\TEMPLATE	Button Bars, Keyboards, Abbreviations, Address Book, Initial Style
WPQC60US.DAT	C:\WINDOWS	Added QuickCorrect words
WPSPELUS.SUP	C:\WINDOWS	Speller Supplementary Dictionary

269.3 BACKUP BEFORE INSTALLING NEW SOFTWARE - Thanks to Cindy Shugars for passing along the following reminder: A user recently reported installing PCN, a news/information screensaver, and then discovering that OnNet 2.0 no longer worked properly. The PCN software had replaced the ctl3dv2.dll file in the windows\system directory with its own copy. It took a while to discover this. After restoring the original file, everything worked properly. It is important to backup your system BEFORE installing any new software which could change settings/files required by existing programs.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **July 10, 1996**, at 10:30 a.m.

Attention Library Patrons

The OIS has been notified by the Computer Systems Laboratory that the private_Igopher (alternate name: private-Igopher), which has been in operation since 1994, has been shut down. To access the NIST Virtual Library (NVL) resources, PCS using a graphical Web interface (such as Netscape or Mosaic) should use the address: "http://ts.nist.gov/nvl" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "gopher://ricmenu.nist.gov". The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are *not* represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7172" [Note the colon between the address and the port number.] This connects to the NVL Online Library Catalog (LIBRO) directly. No password is required.

DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171". This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov", then the command, "gopher" will connect with ricmenu.nist.gov gopher Interface.

For additional information, please contact Pamela Mason (pamela.mason@nist.gov), x4465.

Attention NIST Authors

Authors and Divisions publishing NIST Interagency Reports (NISTIRs) are reminded to use the correct name, "**Michael Kantor, Secretary**" on the publication title pages. If you have any questions, call Gail Hixenbaugh on extension 2777.

NIST Library Instruction Class

Marietta Nelson, Information Services Librarian, will present two 2-hour classes on the use of the NIST Library. The class is designed to familiarize new NIST employees, and update the skills of others, with Library resources and services. There will be both demonstration of and hands-on experience with: (1) the NIST Virtual Library; (2) the online catalog; (3) other computerized tools and services; and (4) traditional print library resources.

The classes, which are identical in content, will be held on Thursday, July 11, 1-3 p.m., and Friday, July 12, 10-12 p.m. They will begin in the lobby of the Library. To register, or for more information, contact Marietta Nelson. Email: mnelson@nist.gov; phone: x3055.

Other Training Notices

For information about *Introduction to Information Resources on the Internet and Navigating the Internet With Netscape*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

SEBA Basketball

Open gym will begin on July 3, 1996 from 6:00 to 8:00 p.m. at Ridgeview Intermediate School and will end on August 7, 1996. All participants must have a current SEBA number. No one will be allowed to participate without the permission of James E. Rountree (x4035) or Alan N. Heckent (x2899).

SEBA Gift Store

RENOVATION SALE!! 75% OFF all merchandise with the exception of NIST tee shirts and sweatshirts (50% off). The other NIST logo items, Leggs panty hose, and some Russell Stover candy, regular price. All greeting cards are 3 for \$1. Join SEBA - \$5 - and take advantage of this great sale. Until further notice, the SEBA Store hours will be Tuesday thru Thursday, 10:00 a.m. to 3:00 p.m.

Vendor Schedule

The following vendors will be located in the Bldg. 101 Cafeteria:

July 2 and 3 - Jack Vogt Jewelry

July 16 and 17 - The Silver Works - Jewelry

The following vendors will be located in the Employee's Lounge, Bldg. 101:

July 9 and 10 - Art Expressions - Related article about Art Expressions Gallery in Gazette. Copies available in SEBA Store.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Beef Burgundy/Noodles	Vintage Chicken	Turkey w/Dressing	Italian Pepper Steak	Fried Whiting Fillet
Grn Beans Amandine	Steamed Cabbage	Brussel Sprouts	Southern Style Collards	Macaroni & Cheese
Fruit Pie	Red Bliss Potatoes	Sweet Pot/Corn Souffle	Mashed Potatoes	Broccoli Spears
Entrees/Vegetables	Roll & Butter	Roll & Butter	Roll & Butter	Fresh Fruit
Burrito Platter	Entrees/Vegetables	Entrees/Vegetables	Entrees/Vegetables	Entrees/Vegetables
Fried Trout	Burrito	Burrito	Taco Salad	Burrito
Beef Burgundy	Vintage Chicken	Turkey w/Dressing	Burrito	Fish Remouade
Grn Beans Amandine	London Broil	Seasame Pk w/Broccoli	Cancun Chicken	Escalloped Ham & Pots
Broccoli & Cauliflower	Peas & Carrots	Brussel Sprouts	Italian Pepper Steak	Fried Whiting Fillet
Noodles	Steamed Cabbage	Sweet Pot/Corn Souffle	Southern Style Collards	Macaroni & Cheese
Rice	Red Bliss Potatoes	Baked Potato	Cauliflower/Hollandaise	Broccoli Spears
Soup/International	Rice	Rice	Sauce	Butternut Squash
Chicken Noodle	Soup/International	Soup/International	Mashed Potatoes	Rice
Pasta	Cream of Broccoli	Old Fashioned Bean	Rice	Soup/International
	Pasta	Tex-Mex	Soup/International	Boston Fish Chowder
			Minestrone	Pasta
			Pasta	

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. The Training Office Fax # is 947-0182. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

CLASSIFICATION TRAINING FOR SUPERVISORS

Description: The classification and position description system is a component of the NIST

Personnel Management Demonstration Project. As a supervisor of employees covered by the Demonstration Project, you are delegated authority to classify positions of employees covered under the Demonstration Project. In this session you classify and create a position description. This is a required course for every probationary supervisor. The course must be completed before a supervisor can access the Automated Classification System (ACS).

Instructor: John Hanson, Office of Human Resources Management

Cost: NONE

Date: July 10, 1996 (Note New Date)

Location: A41, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

Due to the limited number of p.c's every participant must reserve a space. Please call X3017 to register.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, Negotiation Style Inventory instrument and film.

Instructor: Liz Berney of Berney Associates

Cost: Approximately \$115 per participant

Date: July 9, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by ASAP.

PERFORMANCE MANAGEMENT SYSTEM (SUPERVISORS AND MANAGERS)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 22, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 23, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

HEALTH AND SAFETY RESPONSIBILITIES

Instructor: Eleanor Bateman, Occupational Health and Safety Division

Cost: NONE

Date: July 24, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

****EMPLOYEE UPDATE****

PERFORMANCE MANAGEMENT SYSTEM (ALL EMPLOYEES)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 23, 1996

Location: Lecture Room C, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE ALL EMPLOYEES)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 24, 1996

Location: Lecture Room C, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

****GENERAL TRAINING****

MASTERING THE ART OF CUSTOMER SERVICE

Description: The O-Board is pleased to sponsor Nancy Friedman, an international keynote speaker on customer service and telephone skills, who will address the NIST staff on the importance of standard practices and procedures for dealing with our customers. NIST, known world-wide for setting the highest standards in science and technology, should consistently aim for the same level of performance in dealing with our customers. Nancy's common sense approach combined with her humorous presentation format, provide both an educational and entertaining resource for performance improvement in the important area of customer

service. Nancy has been a guest on Good Morning America, CBS This Morning, CNN, CNBC and hundreds of other radio and TV outlets around the country. She has been on the speaker line with General H. Norman Schwarzkopf, Lou Holtz, General Colin Powell, Jack Anderson, Pete Rose, Bobby Knight and Ken Blanchard. Her clients include hundreds of major U.S. businesses, trade associations and government agencies that have benefitted from her insight on this important topic.

Please join us on August 20th to hear Nancy's thoughts on topics like the "Five Forbidden Phrases", how to deal with "Emotional Leakage" and dealing with irate customers. Nancy will also provide insight on the benefits of standardized phone greetings and effective use of the phone mail to best serve the customers and NIST staff. Bring any questions you might have for Nancy on how to handle situations you feel are unique to NIST.

Instructor: Nancy Freidman, Telephone "Doctor"
Cost: Approximately \$650 per OU (**Each OU can send as many participants as they want!**)
Date: August 20, 1996
Location: Red Auditorium
Time: 9:30 a.m. - 11:30 a.m.

PLEASE NOTE: Request for Training Memo is not needed, however I will need a CC# from each OU by July 18th.

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin and Associates
Cost: Approximately \$100 per participant
Date: August 8, 1996
Location: Lecture Room D, Administration Building
Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 25.

NOTE: Spouses are welcome!

THE CAREER REINVENTION CENTER

Description: The classes being held at Main Commerce will be coming to NIST in July! The world and the workplace are changing rapidly. Department of Commerce employees will thrive if they learn to embrace change and steadily reinvent their skills and careers. The Career Reinvention Center is a place for each of us to launch that effort.

Workshops: Dates, Time and Location:

Resume Writing: Interested in knowing how to prepare a resume? At this interactive workshop you will learn helpful hints on how to make your resume standout. **PLEASE NOTE: Participants should bring a draft resume to the workshop for the interactive class exercises.**

Date: July 9, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room E, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

Interviewing Skills: How long has it been since your last job interview? Do you think you could have done better? Come to hear what works and practice being interviewed.

PLEASE NOTE: Participants will sign-up to be videotaped. Please bring your own VCR tape to the taping session if you want to take home your taped interview.

Date: July 16, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room C, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

BEGINNING JAPANESE IA

Description: An introductory course in Japanese language and culture. The emphasis is on oral

communication. A Japanese writing system will be introduced. Students will have weekly assignments and should plan on spending at least one hour each evening studying outside of class time.

Instructor: Mrs. Akiko Roller

Cost: Approximately \$200 per participant

Dates: September 17, 1996 - January 28, 1996
(Every Tuesday)

Time: 10:40 a.m. - 12:20 p.m.

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by August 29 in order to receive books on time.

PLEASE NOTE: Japanese Level IIC and VIC will also continue in the fall starting September 17. When filling out your DN-11 use the same information as above.

FINANCIAL PLANNING AND THE THRIFT SAVINGS PLAN

Description: This is a wonderful one day workshop that can benefit everybody. The presenter will Sharon Cayelli, CFP, Sharon has had great reviews at other government agencies. Her workshop will cover:

- Planning for the Future, Creating Realistic Dreams, Setting Financial Goals, and Building a Nestegg
- Achieving Financial Goals, Managing Debt, Secrets of Successful Saving, and Tax Tips and Reviewing Your Mortgage
- Thrift Saving Plan, TSP "Basics", An Overview of the "G", "C" and "F" Funds, Investing: The step Beyond "Just Saving", Understanding Risk, and Fundamentals of Investing

Instructor: J.P. McGehrin & Associates

Cost: Approximately \$40 per participant

Date: August 28, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by August 7.

TEAMBUILDING

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual and the team.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Time: 9:00 a.m. - 4:00 p.m.

Date: August 6, 1996

Location: Lecture Room C, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by July 16.

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately \$175 per participant

Dates: August 26 & 27, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo needs to be submitted by August 12. **For technical questions please call Barbara Camp x6338.**

CONFLICT RESOLUTION (SUPPORT STAFF) THIS IS A GREAT CLASS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a position solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: July 10, 1996

Location: Lecture Room D, Administration Building

Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

THE EXCEPTIONAL ASSISTANT

Description: In this 1-day powerful workshop you will learn essential professional skills such as, prioritizing, problem solving, managing time, resources, and crisis, delegating, decision-making, political and people skills and much, much more. This is a great class for all support staff!

Instructor: Fred Pryor Seminars

Cost: Approximately \$125 per participant

Date: August 7, 1996

Location: Lecture Room C, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 8.

EFFECTIVE WRITING FOR PROFESSIONALS

Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$150 per participant

Dates: July 16, 18, 23 and 25, 1996

Location: B111, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

WRITING FOR RESULTS

Description: The objective of the course is to introduce participants to the fundamentals of direct, concise, reader-oriented letters and memorandums. This class is designed for staff members with limited writing experience who need to write basic memos and letters.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$125 per participant

Dates: July 16, 18, 23, 25, 1996

Location: B111, Administration Building

Time: 1:00 p.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101.

All 1-Day Classes will be \$125

All 1/2 Day Classes will be \$60

All 2-Day Classes will be \$225, unless otherwise stated.

THE BASICS OF SYNCHRONIZE TRAINING

Description: This class will cover the basics of using Synchronize, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations through menu items, set alarms for meetings, manage another person's calendar, and how to let Synchronize take care of scheduling

conference rooms.

Instructor: Linda Helfer and Donna Ott of the Distributed Computing and Information Division

Dates and Times:

July 25, 1996 - 1:00-3:30

July 29, 1996 - 9:00-11:30

July 29, 1996 - 1:00-3:30

July 31, 1996 - 1:00-3:30

Cost: NONE

PLEASE NOTE: DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space, the class is limited to 15 people.

SYNCHRONIZE TRAINING PLUS II

Description: This class will teach Synchronize users the basics of the calendaring software plus go into more detail and cover a few more features of the software, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations by editing configuration files, set permissions for effective use of their calendars by others, plus more advanced features such as using Synchronize as a stand-alone program and setting up programs to be executed when meetings are about to begin. Some prior experience using MS-Windows, UNIX, or Macintosh is required.

Instructor: Chuck Eater and Tish Antonishek of the Distributed Computing and Information Division

Dates and Times:

July 1, 1996 - 1:00-3:30

July 9, 1996 - 1:00-3:30

July 15, 1996 - 1:00-3:30

July 17, 1996 - 9:00-11:30

July 25, 1996 - 9:00-11:30

July 31, 1996 - 9:00-11:30

Cost: NONE

PLEASE NOTE: DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will

teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Distributed Computing and Information Division

Date & Time: August 27, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard. Topics to include: cardholder and approving official duties, listing of restricted items, checklist for placing BankCard/BPA orders, QPS hands-on data entry, and instructions on reconciling your monthly statement.

Instructor: The Acquisition and Assistance Division

Date: August 15, 1996

Time: 9:00 a.m. - 3:00 p.m.

PLEASE NOTE: This Training is "Mandatory" for all new BankCard holders and approving officials. The DN-11 is not required however, please reserve your space by sending an E-Mail to Patricia.oconnor@nist.gov.

Please contact Barbara Camp at x6338 if you have questions.

INTRODUCTION TO WINDOWS 3.1

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: July 19, 1996 (Note New Date)

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 3.

MIGRATING TO WINDOWS 95 (NEW CLASS)

Description: It's time to gear-up for the migration to Windows 95. The whole look and feel of Windows has made a really exciting change. Come and tour the desktop, use the Start menu, open and close windows. We will also change display properties, work with shortcuts, use the Control Panel and delve into the Windows Explorer. This class is intended for users already comfortable with Windows 3.1.

Instructor: Lyndie Billey and Associates

Date: July 23, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 8.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Impact Services, Inc.

Date: July 2, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the

Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: July 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 3.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: August 2, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 19.

TIPS AND TRICKS WITH WORDPERFECT 6.1 FOR WINDOWS

Description: This course is full of tips and tricks to improve your WordPerfect 6.1 for Windows skills. Learn shortcuts and new ideas guaranteed to improve your word processing efficiency. This course is designed for users comfortable with basic tasks in Wordperfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: August 1, 1996

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by July 18.

CREATING TABLES WITH WORDPERFECT

6.1. FOR WINDOWS

Description: Learn the strengths of WordPerfect tables. We will create, navigate, enhance, and modify a table, add borders and shading; use math functions to write formulas and calculate. Many of your routine tasks can be simplified with tables. This course is designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: August 1, 1996

Time: 1:00 p.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 18.

MICROSOFT POWERPOINT 4.0 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using the Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Date: July 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for training Memo must be submitted by July 16.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, home pages, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login

(Telnet), file retrieval (File Transfer Protocol), Gopher, and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview

Instructor: Marietta Nelson, Office of Information Services

Date: July 10, 1996

Location: ADMIN, Lecture Room C

Time: 1:30 p.m. - 2:30 p.m.

Cost: None

Hands-on

Instructor: Jeff Harrison, Office of Information Services

Date: July 11, 1996

Location: ADMIN, A41

Time: 9:00 a.m. - 12:00 noon

Cost: None

To register for this training, please call Jeff Harrison, x3054.

NAVIGATING THE INTERNET WITH NETSCAPE

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

Instructor: Jeff Harrison, Office of Information Services

Date: July 16, 1996

Location: ADMIN A41

Time: 1:00 p.m. - 4:00 p.m

Cost: None

To register, contact Jeff Harrison, x3054 or jharrison@enh.nist.gov.

NIST VACANCIES FOR GAITHERSBURG, MD						
JUNE 28, 1996						
Vacancy Announcements will not be available until the above date.						
Div	Title	Series	Salary Range & Payband or Grade	Promotion Potential	Vacancy Number	Closing Date
OPEN TO ALL QUALIFIED APPLICANTS						
351	Electronics Mechanic	2604	\$14.99 hr. - 17.52 hr. WG-10	NONE	NIST-1344/BL	07/12/96
353	Firefighter	0081	\$16,111 - \$27,297 ZS-II	NONE	NIST-1273/BL	07/12/96
821	Mechanical Engineer	0830	\$52,867 - \$81,217 ZP-IV	NONE	NIST-0521/RF	07/22/96
351	Office Automaton Clerk	0326	\$18,229 - \$27,297 ZS-II	ZS-III	NIST-1208/MC	07/08/96
353	Printing Assistant (Office Automation) AMENDED	0351	\$20,989 - \$27,297 ZS-III	NONE	NIST-0900/BL	07/12/96
812	Secretary (OA)	0318	\$20,989 - \$32,613 ZS-III	NONE	NIST-1215/MC	07/08/96
203	Administrative Specialist	0301	\$25,061 - \$43,888 ZA-II	NONE	NIST-1108/JC	07/05/96
OPEN TO CURRENT STATUS APPLICANTS , CTAP & ICTAP						
357	Supervisory Grants Specialist	1101	\$52,867 - \$81,217 ZA-IV	NONE	NIST-1337/AG	07/19/96

357	Grants Specialist [2 vacancies][Temporary/Full Time]	1101	\$25,061 - \$57,800 ZA-II/III	NONE	NIST-1190/AG	07/12/96
OPEN TO CURRENT DOC STATUS EMPLOYEES & CTAP						
108	Position Classification Specialist	0221	\$52,867 - \$81,217 ZA-IV	NONE	NIST-1322/KY	07/08/96
OPEN TO CURRENT NIST STATUS EMPLOYEES & CTAP						
353	Secretary (OA)	0318	\$25,061 - \$37,524 ZS-IV	NONE	NIST-1232/MC	07/05/96
OPEN TO CURRENT FACILITIES SERVICES DIVISION STATUS EMPLOYEES & CTAP						
353	Supervisory Firefighter	0081	\$25,061 - \$37,524 ZS-IV	NONE	NIST-1272/BL	07/05/96
NTIS VACANCIES FOR SPRINGFIELD, VA						
OPEN TO ALL QUALIFIED APPLICANTS						
NTIS	Computer Specialist (Microcomputer Systems)	0334	\$30,658 - \$48,222 GS-9/11	GS-12	NTIS-182/JC	07/05/96

APPLICANT SUPPLY FILE INFORMATION

NIST is collecting applications or resumes for future job openings in a range of occupational areas. Both government and non-government applicants (including NIST and DOC employees) may submit their applications or resumes to be retained in a file system for 90 days. A separate application or resume is required for each occupation and payband or grade. Please indicate the occupation, payband or salary level you want to be considered for at the top of your application or resume. (See below) Applicants eligible for the DOC Career Transition Assistance Plan (CTAP) and the Interagency Career Transitions Assistance Plan (ICTAP) will receive priority consideration for any vacancy that may occur. If you wish to extend your period of consideration for Applicant Supply beyond 90 days, you must submit a new application or resume package. Applicants who would like to place their application or resume in the NIST Applicant Supply System may mail or drop off their package at: NIST, Office of Human Resources Management, Bldg: 101, Room: A-123, Gaithersburg, MD 20899, Attn.: Applicant Supply.

We are accepting applications or resumes for Applicant Supply in the following fields: **Paybands I thru V:** Engineers, Computer Scientist, Metallurgist, Mathematical Statistician. **Paybands III thru V:** Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. **Paybands I & II:** Accounting. **Payband III:** Nuclear Engineering Technician. **Payband I thru IV:** Clerical Support (OA), Office Automation Clerk/Assistant, Secretary (OA). **Payband II:** Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258. **Vacancy Announcements can be picked up OUTSIDE the Personnel Office Bldg.: 101 from 6:30 a.m. - 6:30 p.m.** NIST PERSONNEL INFORMATION HOTLINE: DIAL **(301) 926-4851**. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.